

INDIANA STATE LIBRARY

---

# LSTA Technology Grant 2017 Guidelines

Library Development Office  
Indiana State Library  
315 West Ohio Street  
Indianapolis, IN 46202  
(317) 232-3697  
FAX (317) 232-0002  
[www.library.in.gov](http://www.library.in.gov)



# APPLICATIONS DUE MARCH 10, 2017

A library may submit only one application for a technology sub-grant per year.

The maximum amount of funding is \$10,000 per sub-grant.

A local cash match equal to at least 10% of the requested amount of LSTA funds is required.

\$150,000 in LSTA funds may be available for these grants. Please note that funding is contingent upon the Indiana State Library receiving its full fiscal year 2017 funding award from the Institute of Museum and Library Services.

Libraries are ultimately responsible for maintaining and upgrading technology. We recommend that any library applying for LSTA funding to replace computers should fulfill their request through the [Net Literacy](#) program. For more information on this program, contact the Library Development Office at [ldo@library.in.gov](mailto:ldo@library.in.gov).

---

## Program Overview

The purpose of the Technology sub-grants is to assist Indiana libraries with purchasing new and improved technology necessary to meet their users' ever-changing needs for library services, and to provide access to information. Libraries may use these sub-grants to better meet the technological needs of their community, or to test or implement innovative or emerging technologies. Libraries are encouraged to use the grants to provide educational, instructional, or outreach services, both inside and outside the library.

## Desired Outcomes

Projects awarded grant funding must evidence the ability to produce at least one of the following outcomes.

- Increased effectiveness of telecommunications, technology, and resources used in the library
- Increased availability of up-to-date and reliable information
- Delivery of new and improved programs that anticipate and meet Indiana residents' constantly changing needs for library services

Projects evidencing the ability to produce at least one of the following desired outcomes are given preference.

- Applicant is requesting funds to meet [Public Library Standards](#) for technology.
- Project will improve wireless and/or internet access in the library.
- Increases computer and information literacy skills among digital immigrants.
- Projects that include implementation of innovative or emerging technologies or services.

*Note: These desired outcomes are derived from the overarching goals of the IMLS (see <http://www.imls.gov/programs/programs.shtm>) and the goals identified in the Indiana LSTA Five-Year Plan (see <http://www.in.gov/library/files/LSTAPlan2013-2017.pdf>). Before applying for an LSTA Technology Grant, please be sure you understand the overarching LSTA goals and have developed a project that addresses these.*

## Eligible Applicants

All academic, public, school media, institutional libraries, and archives meeting IMLS's [eligibility criteria for libraries](#) are eligible to apply. Special or private libraries should contact ISL to determine eligibility.

Additionally, applicants must:

- Be located in Indiana
- Be compliant with federal and state statutes and regulations
- Be compliant with the Children's Internet Protection Act (CIPA) (*school media centers & public libraries*)
- Meet Indiana Public Library Standards (*public libraries*)

Libraries that meet any of the following requirements may be given preference.

- Library is an active lender to other libraries
- Library has not received a Technology grant in the past two years
- Library is requesting LSTA funds to help meet Public Library Standards for technology

## Grant Guidelines

- Grant funds must be spent between the project start date<sup>1</sup> and April 30, 2018.
- Applicants must demonstrate how new equipment, technology, software, or services will support at least one of the desired outcomes and meet at least one purpose of LSTA as defined by the IMLS<sup>2</sup> and one of the goals of Indiana's five-year plan<sup>3</sup>.
- Applicants must demonstrate that they meet all eligibility requirements and if applicable, provide evidence they meet any preferred eligibility requirements.
- Applicants must cite evidence of a legitimate community need and demonstrate how LSTA funds will alleviate the need and lead to desired outcomes.
- Grants will not be awarded for simple equipment replacement (e.g. replacing broken or obsolete equipment; updating aged public computers).
- Grant recipients **must** submit all reports and meet all expectations in time as outlined in the *Managing Your LSTA Grant 2017* manual, available online at <http://www.in.gov/library/lsta.htm>.
- (If applicable) Digital files and the associated metadata records created as a result of the grant project **must** be submitted to the Indiana State Library Digital Initiatives Librarian for inclusion in *Indiana Memory* and the *Digital Public Library of America*. Applicants must adhere to State Library standards for collection development ([http://www.in.gov/library/files/dig\\_colldev07.pdf](http://www.in.gov/library/files/dig_colldev07.pdf)), image scanning ([http://www.in.gov/library/files/dig\\_imgst.pdf](http://www.in.gov/library/files/dig_imgst.pdf)), and metadata ([http://www.in.gov/library/files/dig\\_metast.pdf](http://www.in.gov/library/files/dig_metast.pdf)).

---

<sup>1</sup> The start date is dependent upon official finalization of the contract.

<sup>2</sup> <https://www.ims.gov/grants/grants-state/purposes-and-priorities-lsta>

<sup>3</sup> <http://www.in.gov/library/files/LSTAPlan2013-2017.pdf>

## Budget & Funding

Applicants may apply for up to \$10,000.

Applicants must show that they will provide a cash match equal to at least 10% of the awarded amount of LSTA funds.

Individual equipment pieces costing \$5,000 or more are subject to pre-approval from the IMLS.

Indirect Costs: Applicants may choose to include Indirect Costs in their project budget. The applicant may include an existing federally negotiated rate (and provide supporting documentation), if one exists. Other applicants may be eligible for a rate not exceeding 10% which is also subject to federal guidelines and supporting documentation. Please contact the grant consultant with questions.

Applicants must adhere to federal guidelines for allowable and non-allowable expenses. See the Cost Principles on the [LSTA website](#) or contact the [LSTA consultant](#) with any questions about allowability.

### Examples of Allowable Costs

Technology hardware and software  
Training for staff and volunteers  
Contracting outside agencies  
New or temporary project staff

### Examples of Non-Allowable Costs

Ongoing operating costs  
Wages and benefits for existing employees  
Entertainment costs (NO FOOD or BEVERAGES)

## 2017 TECHNOLOGY SUB-GRANT TIMELINE

DECEMBER 2016	Application form and guidelines made available
MARCH 10, 2017	Applications due at the Indiana State Library no later than 4 p.m. ET
APRIL-MAY 2017	Applicants informed of application status ( <i>funded; not funded</i> )
JUNE-JULY 2017	Projects may begin after contract is finalized
AUGUST 31, 2017	First Quarter Progress Report due
NOVEMBER 30, 2017	Second Quarter Progress Report due
FEBRUARY 28, 2018	Third Quarter Progress Report due
APRIL 30, 2018	Project Ends: last day grant funds can be spent.
MAY 31, 2018	Final postmark date for reimbursement claims.
JUNE 30, 2018	Narrative Final Report & Financial Final Report due
SEPTEMBER 30, 2018	End of 2017 grant period

## Application Process

### **APPLICATIONS ARE DUE BY 4:00 P.M. ET, MARCH 10, 2017 (EMAIL COPY MUST BE RECEIVED AND HARDCOPY MUST BE POSTMARKED BY THIS DATE)**

Application materials are available on [our LSTA webpage](#). Please follow the general application instructions and refer to the line-by-line instructions also available on the webpage.

You may request an advance review of your application by contacting the LSTA Consultant (Jen Clifton, [jclifton@library.in.gov](mailto:jclifton@library.in.gov)). Staff may make recommendations for improvement but will not approve applications. Applications should be sent much in advance of the application deadline to be reviewed at the staff's discretion as time allows.

## Application Submission

The grant application consists of an application form and budget worksheet. A copy of these documents must be submitted by **BOTH** mail **and** e-mail to be reviewed. Incomplete applications will not be reviewed.

### **Step One**

Mail or hand deliver one signed original of your completed application materials to *LSTA Technology Grant Application*, Library Development Office (Rm. 413), Indiana State Library, 315 West Ohio Street, Indianapolis, IN 46202.

### **Step Two**

E-mail one copy of your completed application materials to [jclifton@library.in.gov](mailto:jclifton@library.in.gov). You may attach the original Word and Excel files (signatures are not required on the digital copy). Scans or PDFs of your originals are acceptable. If you have trouble meeting this requirement, notify the Library Development Office at (800) 451-6028.

## Application Review

Grant applications are reviewed by a panel of outside reviewers and Indiana State Library staff. Applications are scored in relation to the answers provided in each section of the form and the overall quality of the grant proposal. 100 total points are possible. Projects evidencing the ability to produce at least one preferred desired outcome as listed above are eligible to receive at most an additional 20 points. The highest scoring projects are recommended for awards. Should libraries have equal points, preference goes to libraries meeting the preferred eligibility requirements outlined above.

Applicants should be informed of the status of their grant in May. Reviewers may decide to fully fund, partially fund, or not fund any application received. Those who are either not funded or not fully funded can file an appeal with the Indiana Library and Historical Board within 30 days of receiving notice of the reviewers' decision.

*Questions? Please contact Jen Clifton, LSTA Consultant at (800) 451-6028 or [jclifton@library.in.gov](mailto:jclifton@library.in.gov)*